



DOT-ENGINEER DIVISION ADMINISTRATOR

Characteristics of Work

This is professional engineering and administrative work in directing activities of an engineering division of the Mississippi Department of Transportation. The work involves responsibility for planning, organizing, and coordinating activities of the division and directing a specific phase of the transportation program. Incumbents exercise supervision over subordinate engineers and technical specialists and work under the administrative direction of an Engineer Bureau Administrator.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Prepares equipment specifications and reviews bids for compliance with specifications.

Establishes material quality standards and reviews testing and inspection methods to ensure compliance.

Directs transportation research program and report preparation.

Directs environmental assessments and report preparation necessary for project approval.

Directs right-of-way acquisition activities.

Directs long-range planning efforts to determine three (3) year project schedule.

Directs preparation and reviews field application of construction specifications.

Reviews traffic operational and safety problems and devises corrective action.

Directs the preparation of plans and designs for road and bridge construction projects.

Directs issuance of proposals and ensures correctness of contractor payments.

Directs materials and testing program and report findings.

Directs maintenance programs and reports findings.

Determines personnel needs and staffing patterns to accomplish division's mission.

Provides input on matters relative to departmental policy determination.

Establishes maintenance standards for agency budget preparation and control.

Directs preparation of division budget and controls expenditures.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Reviews inspection methods and equipment specifications to ensure compliance.
2. Plans, organizes and coordinates specific phases of the Mississippi Department of Transportation.
3. Establishes and prepares budget standards.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Certification:

Possession of a certificate of registration as a Professional Engineer, one (1) year of which must have included direct line supervision.

Experience:

Five (5) years of work experience in engineering as a Registered Professional Engineer,

AND

Licensure, Certification, and/or Registration:

Possession of a certificate of registration as a Professional Engineer from the Mississippi State Board of Registration for Professional Engineers and Land Surveyors.

Required Document:

Applicant must attach a valid copy of his/her certificate of registration as a Professional Engineer from the Mississippi State Board of Registration for Professional Engineers and Land Surveyors.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.